

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
August 11, 2025

The meeting was called to order by Amy Heilman, Board Chair. Those in attendance were Amy Heilman, Barbara Jarman, Chris Cartwright, Michael Vo, Marco Benitez, Shelli Miller, Terry Foster and Janice Sharp.

After the flag salute, Marco made a motion to approve the agenda; Barbara seconded. Motion carried; vote was unanimous.

There was no one here to speak in the Public Forum.

Shelli made a motion to approve the minutes from the July 14, 2025 meeting; Marco seconded. Motion carried; vote was unanimous.

Barbara made a motion to approve the financial report for August and pay bills; Michael seconded. Motion carried; vote was unanimous. Most items listed were self-explanatory. Janice pointed out that she doesn't have the new breakdown of the charges from Jan Pro, the new janitorial company. She will get with Neal at the Park Department for the exact information.

In the Director's report, Janice shared that we will need to have election of officers since Jeanne Shove has resigned her position on the Board. After discussion among the Board members, Shelli made a motion to approve Amy as President; Chris as Vice-President; Marco as Secretary and Barbara as Treasurer. Chris seconded; motion carried, vote was unanimous. Janice will provide the information to Halstead Bank for new documents.

Janice had prepared a spreadsheet showing the breakdown of stats for the summer reading program. The spreadsheet has the number of books read for the younger children and the number of hours read for the older children and covers the years from 2018 to 2025. She had presented the spreadsheet to the City Council at their recent meeting.

We received information that the SCKLS Technology Grant would be open for submissions on Monday, August 4, at 10 AM. Janice submitted for 3 new computers and new Microsoft software for all of our computers. The grant funds were expended by 10:40 AM. We did receive notice that we had received the grant on Wednesday, Aug. 6.

Six members of the Wichita Symphony did a program as a part of our summer reading program on Tuesday, July 29. We have already discussed their return next summer for the 2026 summer reading programs. They came free of charge.

Janice and her husband, Gene, switched the books at Sunflower Gardens on Friday and Fieldcrest today. Gene's shoe slipped and he fell at Sunflower but is not injured. We will switch out books again in about 3 months.

Janice and Terry have discussed if our workmen's comp insurance will cover incidents such as Gene's falling. Janice called our agent for the workmen's comp insurance and found that volunteers are not covered. The agent has provided information for a volunteer policy. There was discussion regarding if the policy covers offsite and how the City handles their volunteers. Janice will contact Neal then the insurance agent for more details.

Janice requested that we change the meeting for Sept. to the 3rd Monday. The regular meeting date would be on Sept. 8 which is very early in the month and most invoices come later. The Board approved the change.

In the Office Manager's report, Terry shared that we had 4,528 attendees for our summer reading programs and includes participation in passive programs. The passive programs included the adult and teen reading challenge, the duck scavenger hunt, the guessing games for the number of candy in a jar, names in a drawing for a book and stuffed animal, and names in a drawing for 2 Trivia Pursuit games. We will have a Dog Days challenge, another scavenger hunt, and another adult and teen challenge. The passive programming increases our stats.

Terry applied for a \$600 Friends grant through the Central Kansas Community Foundation through their Kids Fund for parenting toolkits. The grant has been approved and Terry is searching for materials needed.

Terry is still waiting for information from City Hall regarding the building reservations for 2026. She is waiting for confirmation if she can make reservations for re-occurring events with one reservation for the year or if she will need to make individual reservations for each event.

There was no Old Business.

There was no New Business.

Shelli made a motion to adjourn the meeting; Amy seconded. Motion carried; vote was unanimous.